

Staff Summary Report

Council Meeting Date: 02-21-2008

Agenda Item Number: _____

SUBJECT: Request approval of an emergency purchase to replace a backup power generator at the Carver/Rural sewer lift station from Power Plus.

DOCUMENT NAME: 20080221fst09 **PURCHASES (1004-01)**

SUPPORTING DOCS: No

COMMENTS: (Emergency Procurement 08-133) Total cost of this purchase shall not exceed \$49,000.

PREPARED BY: Ted Stallings, CPPB, Procurement Officer, 480-350-8617

REVIEWED BY: Michael Greene, CPM, Central Services Administrator, 480-350-8516
Miyoun Kim, Planning and Research Analyst, 480-350-8358
Don Hawkes, Water Utilities Manager, 480-350-2660

**LEGAL REVIEW AS
TO CONTRACT FORM**

ONLY: N/A

FISCAL NOTE: Sufficient funds have been appropriated in 3201099-6672

RECOMMENDATION: Approve the emergency procurement.

ADDITIONAL INFO: During a routine maintenance inspection the backup power generator at Carver/Rural sewer lift station was found to be in need of repairs. Due to the age of the generator, replacement parts are no longer available. The Carver/Rural lift station is located in a residential area making it critical to have backup power at all times. In the event of a power failure the generator will provide backup power to the lift station and prevent the possible overflow of sanitary sewer into the nearby neighborhoods. Due to order time, potential health risks and liability to the City it was necessary to invoke City Procurement Ordinance 97.55, Sec 26A-13 (Emergency Procurement) to immediately replace the current generator.

Memorandum

City of Tempe



To: Michael Greene
Central Services Administrator

From: Don Hawkes, Water Utilities Manager
Water Utilities Department

February 5, 2008
Date

SUBJECT: Emergency Procurement

As Head of the City Department responsible for resolving a City emergency, it was necessary to immediately take action to obtain needed materials/services (as described below) to protect the City and the public. Due to the time of the emergency situation, the City Procurement Office was not accessible to assist in this procurement matter.

Power Plus

Name of Supplier/Service Provider

Description of emergency and required item(s) that were obtained to resolve the emergency situation (attach additional pages or a report of the emergency, if needed).

During a routine maintenance on the back-up power generator at the Carver/Rural sewer lift station, it was discovered that several parts needed to be replaced in order to keep the generator in proper working order. Unfortunately, due to the age of the generator, spare parts are no longer available.

Since Carver/Rural is Tempe's largest lift station and is located in a residential area, it is critical to have power at all times. In the event of a loss of utility power, the back-up generator provides power to keep the lift station operational. Without power, there is a high risk of a sanitary sewer overflow into the neighborhoods. This would create a public health concern and liability for the city. In light of this, it was necessary to purchase a replacement generator in an expedient manner.

Refer to Requisition No. 154246, dated December 31, 2007 which has been transmitted to the City Procurement Office to document this emergency Procurement.

My (customer) department contact for this emergency procurement is Don Hawkes at Ext. 2660.

Department Head's Signature

A handwritten signature in black ink, appearing to read 'Don Hawkes', written over a horizontal line.

Date

2/6/08

City Procurement Ordinance 97.55, Sec 26A-13 identifies the basis for an emergency procurement as follows:

"A using department director or designee may make or authorize others to make emergency procurements of materials, services or construction item when there exists a threat or severe impairment to the quality of public health, welfare or safety, or if a situation exists which makes compliance with established procurement processes impracticable, unnecessary or contrary to the public interest,; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. An emergency procurement shall be limited to those materials, services, or construction necessary to satisfy the emergency need. A written determination of the basis for the emergency and the selection of the particular contractor shall be submitted to the procurement office and included in the purchase file. Any emergency procurement exceeding the dollar limit for council approval shall be scheduled for review at the next available council meeting".